STATE OF OHIO ATTORNEY GENERAL CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES:	SERIES NO.:
Charitable Activities Investigator	2634AG
MAJOR AGENCIES:	EFFECTIVE DATE:
Attorney General only	04/26/2009

SERIES PURPOSE:

The purpose of the charitable activities investigator occupation is to conduct covert & overt observations of bingo games & to monitor solicitations & trusts to ensure compliance with state laws.

At the lower level, incumbents conduct investigations of complaints, license & regulate charitable bingo games & monitor charitable solicitations & trusts for compliance.

At the middle level, incumbents investigate complaints, gather evidence regarding alleged violations & Charitable Solicitations Act & develop investigation plan.

At the highest level, incumbents supervise charitable activities investigators & coordinate unit activities.

Classification series is reserved for use by the Office of the Attorney General only.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVECharitable Activities Compliance Investigator26341AG0904/02/2006

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of law regulating charitable bingo games, solicitations & trusts & investigation practices & procedures in order to investigate possible violations & monitor charitable bingo games solicitations & trusts.

CLASS TITLECLASS NUMBER
Charitable Activities Major Case InvestigatorCLASS NUMBER
26342AGPAY RANGE
11EFFECTIVE
04/26/2009

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of laws regulating charitable bingo games, solicitations & trusts & investigation practices & procedures in order to investigate complaints & gather evidence regarding alleged violations of Charitable Solicitation Act & in conjunction with supervisor, develop investigation action plan to gather evidence for prosecution of charitable solicitation fraud, theft, money laundering, usury &/or civil wrongs associated with illegal gambling operations.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVECharitable Activities Investigation Supervisor26345AG1204/26/2009

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of laws regulating charitable bingo games, solicitations & trusts in order to supervise charitable activities investigators & coordinate unit activities.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Charitable Activities Compliance Investigator	26341AG	47	04/02/2006	09

<u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts investigations of complaints concerning alleged violations of laws regulating operation of charitable bingo games, solicitations & trusts (e.g., conducts pre-licensing investigations of applicants seeking to run charitable bingo games by reviewing application & subsequently observing & inspecting bingo site & interviewing operator; examines records of bingo games; interviews players & workers & plays games to monitor activities; conducts onsite review of charities & professional fund raisers soliciting funds from public).

Prepares & submits reports of investigative findings; confers with departmental attorneys concerning investigations; testifies in hearings & depositions as necessary; attends meeting to discuss cases; searches & retrieves data using video display terminal for use in documenting cases.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio laws & rules regulating charitable bingo games, solicitations & trusts*; interviewing; public relations; investigative practices & techniques. Skill in operating video display terminal*. Ability to apply knowledge of laws & rules governing charitable activities in order to substantiate alleged violations; prepare accurate & concise investigative reports; handle routine & sensitive inquiries from & contacts with bingo game operators & workers, complainants, officials of charities & professional fund raisers & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

- 2 yrs. trg. or 2 yrs. exp. in receipt, research & resolution of public complaints involving possible violations of agency/company policies & procedures or state/federal laws & rules; must be able to provide own transportation.
- -Or 12 mos. exp. as investigator; must be able to provide own transportation.
- -Or completion of associate degree program core coursework in law enforcement, English, paralegal, political science, business, communications or other comparable field of study; must be able to provide own transportation.
- -Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may work weekends or work additional hours as operational needs dictate.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Charitable Activities Major Case Investigator	26342AG	47	04/26/2009	11

<u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In conjunction with supervisor, develops investigation action plan to gather evidence necessary to prosecute actions against perpetrators of charitable solicitation fraud, theft, money laundering, usury &/or civil wrongs associated with illegal gambling operations &/or civil wrongs which involve non-profit assets.

Investigates complaints & gathers evidence regarding alleged violations of Charitable Solicitations Act to include interviewing witnesses in charitable solicitation fraud cases, illegal gambling cases, fraud cases involving non-profit assets & conducting covert surveillance to include use of body wire in charitable solicitation fraud cases, illegal gambling cases & fraud cases involving non-profit assets.

Gathers, assembles & analyzes documentary evidence to include accounting data in illegal gambling cases, charitable solicitation fraud cases & fraud cases involving non-profit assets.

Provides deposition & trial testimony in cases of charitable solicitation fraud, illegal gambling & fraud cases involving non-profit assets; provides support & communicates with local law enforcement agencies; writes investigation reports based on evidence collected.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio laws & rules regulating charitable bingo games, solicitations & trusts; interviewing; public relations; investigative practices & techniques. Skill in operating video display terminal. Ability to apply knowledge of laws & rules governing charitable activities in order to substantiate alleged violations; prepare accurate & concise investigative reports; handle routine & sensitive inquiries from & contacts with bingo game operators & workers, complainants, officials of charities & professional fund raisers & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

30 mos. trg. or 30 mos. exp. as an investigator with a government agency or in law enforcement; must be able to provide own transportation.

- -Or 18 mos. exp. as Charitable Activities Compliance Investigator, 26341AG; must be able to provide own transportation.
- -Or completion of associate core program & 6 mos. exp. as an investigator with a government agency or in law enforcement; must be able to provide own transportation.
- -Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: N.A.

UNUSUAL WORKING CONDITIONS:

Requires travel; may work weekends or additional hours as operational needs dictate.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Charitable Activities Investigation Supervisor	26345AG	47	04/26/2009	12

<u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates unit activities & supervises charitable activities investigators (e.g., trains staff; reviews reports & telephone complaints & confers with departmental attorneys & staff to determine if & what type of investigation should be conducted; reviews investigative reports completed by staff for completeness & accuracy, requests attorneys to be assigned to cases to assist investigators).

Conducts investigations of possible violations of laws regulating operation of charitable bingo games, solicitations & trusts & prepares investigative reporting of findings; testifies in licensure revocation hearings; attends monthly office meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development*; Ohio laws & rules regulating charitable bingo games, solicitations & trusts*; interviewing; public relations; investigative practices & techniques. Skill in operating video display terminal*. Ability to apply knowledge of rules governing charitable activities in order to substantiate alleged violations; review & edit & prepare accurate & concise investigative reports; handle routine & sensitive inquiries from & contacts with bingo game operators & workers, complainants, officials of charities & professional fund raisers & general public; establish friendly atmosphere as supervisor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

- 3 yrs. trg. or 3 yrs. exp. as an investigator with a government agency or in law enforcement; must be able to provide own transportation.
- -Or completion of associate core program & 12 mos. exp. as an investigator with a government agency or in law enforcement; must be able to provide own transportation.
- -Or 2 yrs. exp. as Charitable Activities Compliance Investigator, 26341AG; must be able to provide own transportation.
- -Or 6 mos. exp. as Charitable Activities Major Case Investigator, 26342AG; must be able to provide own transportation.
- -Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: N.A.

UNUSUAL WORKING CONDITIONS:

Requires travel; may work weekends or additional hours as operational needs dictate.